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ABSTRACT

The American School Food Service Association (ASFSA) has encouraged each state to adapt "Standards of Excellence" for school nutrition programs. The North Dakota Department of Public Instruction (NDDPI), in cooperation with the North Dakota School Food Service Association (NDSFSA), has developed this document, "Growing Toward Excellence." The document contains criteria to which programs must conform in order to be considered high-quality operations. Program excellence is achieved by serving quality food, implementing the USDA dietary guidelines, providing nutrition education, involving students and the community, practicing sound management, implementing personnel standards, and promoting programs. The guidelines are offered as a voluntary self-evaluation tool. Following the introduction and glossary, specific criteria and worksheets are offered for the following areas: administrative organization; financial management; personnel management; purchasing; meal planning, production, and service; nutrition education; sanitation and safety; and public relations. (LMI)

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Growing Toward Excellence

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Standards For School Nutrition Programs in North Dakota

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North Dakota Department of Public Instruction
North Dakota School Food Service Association

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Acknowledgements

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December, 1992

Dear School Nutrition Leader and Professional:

It is with great pleasure that the Department of Public Instruction, in cooperation with the North Dakota School Food Service Association (NDSFSA), presents Growing Toward Excellence. This document represents the collaborative work of Department staff and NDSFSA leaders to identify standards which reflect excellence in school nutrition program operations.

I am also pleased that the program provides a mechanism for recognition of the many fine practices in existence in North Dakota. Managing the school nutrition programs as you do requires a comprehensive set of skills and expertise. I recognize the need for this diversity and commend you for your efforts.

Now, more than ever, we realize the important contribution of school meals and the need to educate our students about wise food choices and developing sound life-long nutrition habits. We are committed to school nutrition programs and the ever advancing nutritional health and well being of all children. We also recognize the need for programs to be operated in a financially sound manner by people who are enriched and empowered in their work.

Good luck as you explore Growing Toward Excellence in your local program.

Sincerely,

Wayne G. Sanstead

Dr. Wayne G. Sanstead, Superintendent
Department of Public Instruction

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INTRODUCTION

The American School Food Service Association (ASFSA) has encouraged each state to adapt STANDARDS OF EXCELLENCE for school nutrition programs. The North Dakota Department of Public Instruction (NDDPI), in cooperation with the North Dakota School Food Service Association (NDSFSA), has developed Growing Toward Excellence.

GROWING TOWARD EXCELLENCE contains criteria which programs are expected to possess in order to be considered high quality operations. Because a goal of the ASFSA is program excellence, these standards exceed the minimum compliance requirements found in federal and state regulations and the minimum standard of sound business practice for school nutrition programs.

Program excellence is achieved by serving quality food acceptable to customers, implementing the USDA dietary guidelines, providing nutrition education, involving students and the community, practicing sound management, implementing personnel standards and promoting programs.

GROWING TOWARD EXCELLENCE is a self-evaluation tool. Participation in this program is voluntary. A review of the document will help determine where the school nutrition program stands right now. It will also give insight into the areas where the program may need improvement. It can also be a guide in staff development and in determining employee training needs. The NDDPI and NDSFSA have designed a system to evaluate and recognize child nutrition programs based on the standards in Growing Toward Excellence.

INSTRUCTIONS

Who should complete GROWING TOWARD EXCELLENCE?

This document may be completed by one person such as the superintendent or school nutrition program director or manager. GROWING TOWARD EXCELLENCE may be broken down into sections with appropriate staff members completing the sections relating to areas that they are directly responsible for.

How is it to be filled out?

Each standard is followed by a **YES/NO/NA** checklist relating to specific criteria. The double lined boxes reflect the overall standard, and the thin lined boxes reflect subsections of the overall standard. The shaded boxes will not be checked "yes" until all of the subsections are checked "yes." If the criteria has been answered with a **NO** then possible action should be taken to comply with the standards.

At the end of each section is a plan of action on which program goals can be formed and acted upon. It can be used as a worksheet. Examples:

Needed Improvement		
1. Establish student input into menu planning.		
Action Steps		
1. Set up student committee 2. Survey students 3. Incorporate suggestions, as possible 4. Conduct follow-up and additional activities with the committee		
Persons Responsible	**Time Frame**	**Verification**
Food service manager	September 30 to set up committee October 31 to develop survey	meeting held 9/28 survey developed & distributed by 11/5. Results 11/10

What do we do with GROWING TOWARD EXCELLENCE once it is completed?

The document is a self-evaluation tool for the program. It can be kept on file in the school to refer to as program progresses toward meeting the standards.

If the school nutrition program needs assistance in meeting the standards, individuals from NDDPI and NDSFSA are willing to provide technical assistance in the needed areas. Call or write:

Child Nutrition/Food Distribution Programs
North Dakota Department of Public Instruction
600 E Boulevard Ave.
Bismarck, ND 58505-0440
Ph. (701) 224-2294

When the program meets all of the criteria in GROWING TOWARD EXCELLENCE, recognition can be provided. An Award of Excellence certificate will be presented to schools which meet all applicable standards, through either technical assistance or self-study.

GLOSSARY

American School Food Service Association (ASFSA) - national organization dedicated to the support and promotion of school nutrition programs.

Criteria - a standard on which a judgement or decision may be based.

Dietary Guidelines for Americans - recommendations made by nutritional authorities on dietary practices which should be followed in order to maintain health.

Documentation - written supportive evidence, i.e., memos, report forms, newspaper articles.

Food Service Systems -
Satellite--food prepared off-site, consumed on-site.
Central Preparation Site--food prepared and transported to other sites for consumption.

Meal Pattern Requirements - food group and portion size requirements set by the United States Department of Agriculture (USDA) for participation in the National School Lunch Program and School Breakfast Program.

NDDPI - North Dakota Department of Public Instruction.

Offer vs. Serve - a provision of the National School Lunch Program that allows federal reimbursement where all five components of the meal are offered and three or more are served by choice of the student.

Perpetual Inventory - a continuous listing of goods on hand, specifically detailing all income and all out-going goods.

Physical Inventory - a documentation of goods on hand through on-site observation.

Procurement - purchasing procedures.

School Food Authority - designated school staff member who is the administrator of the School Lunch Program for the school/district.

Standard - a rule for measuring or a model set-up by authority or general consent.

State Agency - used to refer to the Child Nutrition Programs Unit of the North Dakota Department of Public Instruction which administers USDA Child Nutrition Programs at the state level.

Strategy - a careful plan or method used to obtain a goal.

Vendors - companies or businesses, or their representatives, from which food and goods may be purchased in your area.

UNITS OF EVALUATION

I. ADMINISTRATIVE ORGANIZATION

Goal: To identify current and future school nutrition program needs through organization, planning, direction and control.

Standards:

	Yes	No	N/A
1. An organizational structure is established to control program resources and provide services.			
a. There is a qualified staff member who has major responsibility for the management of the school nutrition program.			
b. The School Food Authority identifies the school nutrition program within the organization and its relationship to other departments.			
c. A current organizational chart identifies the school nutrition program structure and depicts the relationship of food service positions.			
2. Written long- and short-term goals include actions to take and schedules for accomplishment.			
a. Long-range goals, beyond the current year for the school nutrition program, are written as a guide to meet future needs.			
b. Short-term objectives are written for the current year and are used to establish priorities for the development of the school nutrition program.			
c. Plans of action, with completion schedules, are written and progress is discussed with school administrators and school nutrition personnel.			
3. Comprehensive policies and procedures are established and used in the school nutrition program's operation.			
a. School nutrition program policies and procedures are clearly defined in writing, and are distributed to all food service personnel.			
b. School nutrition program policies and procedures are reviewed annually, and are dated and revised when required.			

	Yes	No	N/A
4. The school nutrition program is assessed regularly.			
a. Minimum standards are identified to all school nutrition services personnel, and used to evaluate the operation's effectiveness.			
b. Periodic formal and informal reviews of the program are conducted by management.			
c. Results of reviews are evaluated, and changes implemented where applicable.			
5. Expanded nutritional services, of benefit to children, have been explored.			
a. Studies or surveys have been conducted to determine need, acceptance and feasibility of providing additional nutrition services such as breakfast programs, summer food programs and after school nutrition programs.			
b. Additional services have been implemented, when warranted.			
c. Success of additional services has been evaluated and the programs modified as necessary.			

Describe other significant efforts in the area of Administrative Organization.

Comments:

Areas in **ADMINISTRATIVE MANAGEMENT** which need to be addressed based on above evaluation:

Needed Improvement		
Action Steps		
Person/s Responsible	**Time Frame**	**Verification**

II. FINANCIAL MANAGEMENT

Goal: To maintain the financial accountability and viability of the school nutrition program.

Standards:

	Yes	No	N/A
1. Revenue and expenditures are projected for district and school level operations prior to the school year.			
a. Revenue is projected based on:			
1) estimated meal participation;			
2) estimated cash collections based on proposed selling prices;			
3) federal rates of reimbursement;			
4) state matching funds;			
5) other revenue sources.			
b. Expenditures are based on accurate, historical data or other information.			
c. Budget information is communicated to all involved in program operations.			
2. A system is established to provide financial information.			
a. Statements of revenue and expenditures are prepared utilizing uniform accounting principles to reflect district and school level operations.			
b. Actual budgeted activity is compared at least every quarter for:			
1) participation			
2) food costs			
3) labor			
4) supplies			

	Yes	No	N/A
c. Per meal costs are determined for food, labor and other costs.			
Per meal costs are compared to statewide average or average for schools of similar size.			
d. Number of meals served per labor hour is determined.			
Meals per labor hour are compared to published guidelines.			
3. The school uses established procedures to account for and to report meals served by category.			
a. Determines categories of meals at point of service by approved meal counting procedures.			
b. Ensures that the number of students claimed for free and reduced price meals on any day is equal to or less than the number of approved applications x days/operation x attendance factor.			
c. A system is in place to review meal counts before reported to the State agency.			
4. Procedures are established for collection and disbursement of money.			
a. Cash collections are identified by category.			
b. Cash receipts are deposited daily/weekly.			
c. Cash overages and shortages are documented each day.			
d. Receipts are retained for all cash disbursements.			
e. Cash disbursements are verified by dating and signing for products or services.			
5. A system is used for inventory control for district and school level operations:			
a. A perpetual inventory is maintained.			
b. A physical inventory is conducted at least monthly.			
c. Perpetual and physical inventories are compared at least monthly.			
d. An accepted method for pricing inventory is used.			

	Yes	No	N/A
6. Expanded services have been considered to increase revenue:			
a. Ala carte			
b. Elderly feeding			
c. Catering			
d. Other			
7. Expenditure reductions are considered, when warranted:			
a. Labor			
b. Implement offer vs. serve			
c. Reduce portion sizes and availability of "seconds"			
d. Other			
8. Funds are set aside in a contingency account for future anticipated (large) expenditures.			

Describe other significant efforts in the area of Financial Management.

Comments:

Areas in **FINANCIAL MANAGEMENT** which need to be addressed based on the above evaluation:

Needed Improvement		
Action Steps		
Person/s Responsible	**Time Frame**	**Verification**

III. PERSONNEL MANAGEMENT

Goal: To provide an environment which enhances employee productivity, growth, development and morale.

Standards:

	Yes	No	N/A
1. Uniform recruitment/selection procedures are established and followed.			
a. An employment application is used that provides detailed information and meets legal requirements.			
b. Vacant positions are advertised to employees to provide promotion within the nutrition department.			
c. The selection procedures are reviewed periodically to determine that the most suitable applicant is consistently selected to fill each vacancy.			
2. Job descriptions, work schedules and wage schedules are maintained for all school nutrition positions.			
a. All jobs have an up-to-date written description, which clearly defines the following:			
1) position title			
2) job responsibilities			
3) qualifications			
4) supervisor			
5) work year and shift hours			
b. In work scheduling, consideration is given to the daily menu, personnel, and equipment.			
c. The school nutrition department has an established wage, salary and fringe benefit system which is documented in writing.			
d. The wage scale is reviewed regularly, and compared to area rates.			
e. The wage schedule includes appropriate increase in the salary rates based on increased responsibilities, length of service and/or merit.			

	Yes	No	N/A
3. Staff development opportunities are provided to school nutrition personnel.			
a. Orientation programs for new employees include:			
1) policies and procedures			
2) physical facilities			
3) performance expectations			
4) sanitation and safety requirements			
5) training and career opportunities			
6) basic nutrition concepts			
7) program requirements, federal and state			
b. Training programs are planned on identified needs with input from both employer and employee.			
c. Work schedules are adjusted, when possible, for employees to attend educational programs and classes.			
d. Educational materials such as trade magazines and professional journals are made available to employees.			
e. Employees are encouraged to be active members in local, state and national School Food Service Associations.			
f. Employees are encourage to participate in workshops, training sessions and conferences.			
g. Employees are encouraged to be certified by the American Food Service Association or other.			
4. A system for performance evaluation is established.			
a. All personnel are fully informed in advance of their performance standards and the evaluation process.			
b. The performance evaluation is objective and directly relates to the responsibilities identified in the job description.			

	Yes	No	N/A
c. Performance evaluations are prepared by the immediate supervisor and allow input from the employee.			
d. Written performance evaluations are completed at least once a year and kept as part of the employee's permanent file.			
e. Suggestions for continued improvement are outlined in the evaluation.			
f. An employee disciplinary procedure is defined, and shall provide for due process. Disciplinary actions are documented.			
g. Employees are made aware of all information in their employment files.			
5. A communication process between management and personnel is maintained and encouraged.			
a. Scheduled meetings are regularly conducted with employees to discuss problems and encourage suggestions.			
b. Employees who exhibit outstanding performance are publicly recognized by the management within the school system, the community or state.			

Describe other significant efforts in the area of Personnel Management.

Comments:

Areas within **PERSONNEL MANAGEMENT** which need to be addressed:

Needed Improvement		
Action Steps		
Person/s Responsible	**Time Frame**	**Verification**

IV. PURCHASING

Goal: To provide a cost effective procurement system that assures the availability of quality goods and services.

Standards:

	Yes	No	N/A
1. Policies and procedures are established for all procurement activities.			
a. Federal and State laws/regulations are followed in the purchasing activity.			
b. Competitive, formal bidding and informal price quotation procedures are established and used as required.			
c. For formal bids, a bid contract is developed that defines the obligation between buyer and seller, contract period, terms of delivery and method and time of delivery.			
d. Purchases are made without vendor prejudice and all qualified vendors are allowed equal opportunity.			
e. Purchasing procedures describe factors used in determining decisions, and have clear, specific specifications for all products and services.			
f. Purchasing decisions are based on objective evaluation of quality, service and price.			
g. Purchases are coordinated with menus, inventories and production schedules.			
h. Competitive bids and price quotation sheets are retained on file.			
i. A file on current vendor products is maintained.			
j. The State Agency guidelines and procedures are followed when procuring services from a Food Service Management Company.			
2. Established procedures are followed for receiving food, supplies and equipment.			
a. Receiving personnel are instructed on policies and procedures for receiving purchased items and services.			

	Yes	No	N/A
b. The number of persons authorized to receive purchased items is limited.			
c. Incoming purchases are checked for accuracy in amounts, quality and price. Delivery documents are signed and dated by authorized receiver.			
d. A procedure for refusal and credit for unacceptable products is used.			
3. Storage areas are properly controlled and maintained.			
a. Issuance of products is limited to authorized personnel.			
b. Products issued from a central warehouse require an approved requisition slip.			
c. Storage areas are locked when not in use.			
d. Storage areas are operated in compliance with Sanitation and Safety standards in terms of temperature, cleanliness, organization. (See Sanitation and Safety Unit)			
e. Food and non-food supplies in inventory are rotated regularly. Shelf life of food items is monitored.			

Describe other significant efforts in the area of Purchasing.

Comments:

Areas within **PURCHASING** which need to be addressed:

Needed Improvement		
Action Steps		
Person/s Responsible	**Time Frame**	**Verification**

V. MEAL PLANNING, PRODUCTION AND SERVICE

Goal: To provide appetizing, nutritious meals through effective, efficient practices and procedures.

Standards:

	Yes	No	N/A
1. Menus are planned to meet the nutritional needs of students and comply with program standards.			
a. A master file of current menus and recipes is maintained.			
b. School menus follow established USDA meal pattern requirements.			
c. Student food preferences are considered in menu planning.			
d. Guidelines on menu frequency are established.			
e. New food items are added to the menu periodically.			
f. Convenience and/or pre-packaged foods are evaluated for nutritive value, cost effectiveness, and student acceptance prior to use.			
g. Menus are planned to implement the dietary guidelines:			
1) adequate variety			
2) low in fat			
3) adequate vegetables, fruits and grain products			
4) moderate sugar			
5) moderate sodium			
i. Foods of little nutritional value are kept to a minimum in all lunch choices (standard line, ala carte, etc.).			
j. School breakfast and lunch menus are coordinated, (no duplication of similar foods, coordinated use of equipment, etc.).			
k. The special dietary needs of the exceptional students are met whenever feasible.			

		Yes	No	N/A
2.	The food production system assures the service of high quality food.			
a.	Maximum utilization of USDA commodities is practiced.			
b.	Accurate production records are maintained on a daily basis.			
c.	Documentation of how convenience or pre-packaged foods meet the meal pattern requirement are kept on file.			
d.	Standardized recipes are used which provide clear directions, a chronological listing of ingredients, cooking procedures, serving containers and utensils, yield and portion size.			
e.	Correct weighing and measuring equipment is used in preparation and service.			
f.	Adequate quantities of menu items are prepared so that each student is offered the advertised menu.			
g.	Proper preparation and presentation techniques are used to assure maximum nutrient content and food quality.			
h.	Hot foods are prepared as close to meal time as possible to assure optimum quality.			
i.	Over-production and under-production of food items are reviewed and corrective actions taken for future production.			
j.	Amount of leftover food is minimal. If leftovers are incorporated into the menu, food safety guidelines are followed.			
k.	The person responsible for menu planning has access to current financial data such as year-to-date per meal cost versus budgeted per meal cost. (See related question in FINANCIAL MANAGEMENT Section.)			
l.	A per meal cost has been determined for each menu.			
3.	In programs in which more than one serving site is served by a central kitchen, a system for transporting and holding meals is used which ensures quality foods.			
a.	The food delivery system is appropriate to facility resources and requirements.			

		Yes	No	N/A
b.	Meals transported to satellite locations comply with safety and sanitation requirements.			
c.	Meals are delivered promptly to satellite locations.			
d.	Satellite meals are not held at either the main kitchen or satellite kitchen for too long a period to create an unsatisfactory product.			
e.	Satellite operations are supervised and employees trained to ensure compliance with regulations and standards. Adequate instructions regarding meal preparation and service are provided to staff.			
f.	Methods have been explored to produce a quality product from food items which do not transport well.			
4.	The nutrition program provides prompt, courteous and nondiscriminatory service in an attractive environment.			
a.	The advertised menu is served.			
b.	Adequate space is provided for student meal service.			
c.	Adequate time is allowed for meal service to students.			
d.	Service area is clean, organized and attractive.			
e.	Offer vs. Serve is implemented correctly.			
f.	The temperature of foods is monitored for palatability and safety throughout the meal service time.			
g.	The school nutrition personnel are courteous, greet students with a smile and show a genuine interest in them.			
h.	The serving personnel are knowledgeable of food content and amount to serve, and food is presented attractively on the plate or tray.			
i.	There are no discriminatory practices in the cafeteria.			
j.	Dining area is arranged for easy traffic flow and provides as pleasant a dining atmosphere as possible considering facility constraints.			

Describe other significant efforts in the area of Meal Planning, Production and Service.

Comments:

Areas in **MEAL PLANNING, PRODUCTION AND SERVICE** which need to be addressed:

Needed Improvement		
Action Steps		
Person/s Responsible	**Time Frame**	**Verification**

VI. NUTRITION EDUCATION

Goal: To create an opportunity for students to develop lifetime skills in the selection of a nutritionally adequate diet.

Standards:

	Yes	No	N/A
1. Meals meet nutrition needs of students and are planned to effect maximum participation.			
a. Meals follow Dietary Guidelines and the established meal pattern. (See Meal Planning, Production and Service unit for detailed standards relating to current dietary guidelines.)			
b. Portions of food items served are appropriate for age level and nutritional needs.			
c. Physician's statements are kept on file and updated annually when substitutions in the meal requirements are made for children unable to consume the required foods, as in the intolerance of milk. The medical statement must include recommended substitute foods.			
d. Food preferences of the cultural, religious, and ethnic groups represented in the student body are considered during menu planning. Effort should be made that students in these groups may still select a nutritionally adequate meal from the choices offered.			
e. Meal service is provided to meet expanded student class activities (i.e., sack lunch for field trips, work-study, special functions).			
f. The sale of food of minimal nutritional value, that compete with nutritious meals, is restricted.			
g. Menus are varied, and choices offered to permit students to select foods which meet nutritional needs.			
h. Students are able to recognize and apply the principles of "Offer vs. Serve."			
2. A plan is implemented to provide nutrition information to students and parents.			
a. A coordinator for nutrition education is identified with specific defined duties and responsibilities.			
b. Nutrition education needs of students are assessed.			

	Yes	No	N/A
c. Nutrition issues and concepts are identified for grade levels in a planned scope and sequence.	☐	☐	☐
d. Nutrition education is integrated into other subjects, and used to reinforce basic skills in those subjects.	☐	☐	☐
e. Funds are allocated specifically for nutrition education.	☐	☐	☐
f. All school nutrition personnel understand the nutrition concepts which are a foundation of USDA Child Nutrition programs (basic food groups, recommended daily allowance levels for nutrients, current dietary guidelines, etc.).	☐	☐	☐
g. School nutrition personnel are adequately trained to provide basic nutrition information to students.	☐	☐	☐
3. Nutrition education resources are utilized by school nutrition personnel and faculty.	☐	☐	☐
a. Personnel, students, parents, faculty and community are informed about nutrition education activities throughout the year.	☐	☐	☐
b. Reliable, authoritative nutrition materials are available and utilized in educating students.	☐	☐	☐
c. Nutrition resource materials are reviewed, updated and expanded periodically by the nutrition education coordinator.	☐	☐	☐
d. Various methods are utilized to present nutrition information (posters, handouts, menu notes, line signs, special lectures, group or class sessions, etc.).	☐	☐	☐
e. The nutrition information presented to students is geared to varied and/or appropriate age levels.	☐	☐	☐
f. Appropriate news media is used to disseminate nutrition information (including school newsletter, student newspaper, etc.).	☐	☐	☐
g. Effective programs on nutrition are provided for meetings of student, parent or faculty organizations upon request.	☐	☐	☐
h. The cafeteria/kitchen is utilized as a learning laboratory.	☐	☐	☐
i. The school nutrition staff or designee provide accurate information and/or responses to food and nutrition issues.	☐	☐	☐

Describe other significant efforts in the area of Nutrition Education.

Comments:

Areas in **NUTRITION EDUCATION** which need to be addressed based on this evaluation:

Needed Improvement		
Action Steps		
Person/s Responsible	**Time Frame**	**Verification**

VII. SANITATION AND SAFETY

Goal: To maintain an environment for safe and sanitary food production and service.

Standards:

	Yes	No	N/A
1. School nutrition facilities comply with safety and environmental health regulations.			
a. An annual state or local health inspection is on file for all food service/preparation sites.			
b. All deficiencies noted on the most recent health inspection are corrected as recommended.			
c. Daily temperatures are recorded for food storage rooms, refrigerators, freezers and dishwashing equipment with deficiencies noted and corrected.			
d. A designated employee eating area is provided separate from food production and service areas.			
e. A designated hand washing sink is used with germicidal soap, paper towels or air blowers.			
f. Food production sinks are not used for handwashing or dumping of cleaning water.			
g. All garbage containers are easy to clean, leakproof, vermin proof, covered with a tight fitting lid, and emptied daily.			
h. Pests are controlled.			
i. Clean aprons, dish cloths, towels, pot holders, etc., are available.			
j. Separate receptacles, away from food areas, are available for soiled laundry.			
k. Cardboard boxes are not reused; plastic trash bags are not used for food storage.			
2. School nutrition personnel follow established safety and sanitation procedures.			
a. Personnel have received training in the area of safety, sanitation and food handling procedures.			

		Yes	No	N/A
b.	Personnel are properly implementing food handling procedures.			
c.	Employees adhere to established dress code.			
d.	Hair is restrained with a net or hat.			
e.	Leather-type closed toe shoes with non-skid soles are worn.			
f.	Employees personal items (purses, coats, etc.) are stored separate from food preparation area.			
g.	Disposable plastic gloves are worn when employees are directly handling foods. Gloves are changed when going from one task to another.			
h.	A current annual statement of health from the employee's doctor is kept on file.			
3.	Proper food storage and handling methods are practiced to ensure wholesomeness and safety of food supply.			
a.	Only foods processed in a commercial food processing establishments are used, (no home canned or processed foods).			
b.	All meats used are USDA inspected.			
c.	All open food or exposed surfaces are covered while in transport and/or storage.			
d.	Toxic (cleaning) materials are not used or stored near food items.			
e.	Food items are stored off the floor on clean, dry surfaces in dry, refrigerated and frozen storage areas.			
f.	Products are stored at least two inches away from walls for circulation and cleaning purposes.			
g.	Dry storage temperature is between 40°F and 70°F.			
h.	Refrigerator temperatures are between 38°F and 45°F.			
i.	Frozen temperatures are maintained at O°F.			
j.	All food items are dated and rotated according to a first in/ first out procedure.			

	Yes	No	N/A
k. Food, cooked and uncooked, is labeled, dated and stored properly. Leftovers are scheduled for quick use.			
l. Foods already cleaned or cooked are not stored below foods requiring washing or cooking.			
m. Frozen foods are thawed under refrigeration, in a microwave or as part of the cooking process.			
n. Batch cooking techniques are employed to reduce holding times whenever possible.			
o. Food temperatures are monitored by using food thermometers at various times throughout the production and service.			
p. Shallow pans are used for rapid cooling and refrigeration of hot items allowing food to pass through the danger zone of 140 degrees to 45 degrees quickly.			
q. Leftovers are heated quickly to an internal temperature of 165 degrees.			
r. Eating surfaces of flatware, dishware and napkins are not touched by food service personnel or students during service.			
s. Serving methods discourage customers touching food items they are not taking.			
4. Equipment is maintained in a safe and sanitary condition.			
a. Equipment and utensils are National Sanitation Foundation (NSF) approved.			
b. Equipment manuals and warranties are maintained in a central, accessible location.			
c. All food contact surfaces are clean and are able to be sanitized properly.			
d. Proper type and amount of cleaning product is used for various cleaning tasks.			
e. Kitchens using a chemical sanitizer in a dishwashing sink use a test kit to check for proper concentration.			

	Yes	No	N/A
f. Moist cloths or sponges used for wiping food contact surfaces, are kept in a sanitizing solution except while in use. These cloths are not used for any other purpose.			
g. Utensils are air dried and stored in a self-draining position.			
h. All equipment has appropriate guards and safety devices.			
i. A preventative maintenance program is used for inspection and service of all equipment.			
5. Written procedures for medical emergencies, fire and safety drills are provided.			
a. Disaster and fire plans are posted; no fire hazards are evident.			
b. The school nutrition personnel participate in emergency drills.			
c. Fire extinguishers are located conspicuously, and all personnel are trained in their use.			
d. A written routine for medical emergencies is reviewed annually with all employees. First aid supplies are available near the kitchen area.			
e. Accident occurrences are reported immediately and recorded on an accident report form. A method for follow-up investigation, if warranted, is in place.			

Describe other significant efforts in the area of Sanitation and Safety.

Comments:

Areas in **SANITATION AND SAFETY** which need to be addressed based on this evaluation:

Needed Improvement		
Action Steps		
Person/s Responsible	**Time Frame**	**Verification**

VIII. PUBLIC RELATIONS

Goal: To promote a positive image of the school nutrition program to students, school staff, and the public.

Standards:

	Yes	No	N/A
1. A variety of marketing techniques are used.			
a. The menu is used as a marketing tool.			
1) Daily menu information is available to students and staff members.			
2) Monthly menus are sent home with elementary students and readily posted in several areas for secondary students.			
3) Menu items are displayed and served attractively, including the use of garnishes.			
4) Special events are planned such as seasonal functions, participation boosters, and promotion of nutrition education activities.			
b. An effort is made to avoid long lines in the cafeteria.			
c. Appropriate decorations, background music, informational posters or banners, table tents, employee buttons with slogans, etc. are used in the serving or dining area to promote a fun or pleasant atmosphere. These promotional materials are changed frequently.			
2. Students and parents provide input into the school nutrition program.			
a. Student surveys are conducted in areas such as nutrition awareness, food preferences, and overall satisfaction with the program.			
b. A student committee is formed which provides information regarding food selection and service, helps plan special events, and participates in new product evaluations.			
c. Parents are allowed input into the school nutrition program through advisory councils, surveys, and other means.			
d. Student and parent suggestions, recommendations and criticisms are evaluated and appropriate, feasible changes are made.			

	Yes	No	N/A
3. The school nutrition program is promoted at the school level.			
a. School nutrition personnel have lines of communication established between themselves, the administration, the teachers and the school board.			
b. Occasional events or meals are planned and/or prepared and served for teachers or administrators.			
c. School staff members are surveyed regarding their attitudes toward the school nutrition program and their current or potential use of its offerings.			
d. School nutrition personnel are involved in school sponsored activities.			
4. The school nutrition program is promoted at the community level.			
a. Articles on special events are prepared for the school newspaper, local newspaper, local radio or TV, or for trade journals.			
b. Menus are published in the local newspaper.			
c. Community members, such as parents/guardians, grandparents, school administrators/board members, local officials, vendors, media representatives, legislators are invited to eat lunch.			
d. Tours of the school nutrition department are available to interested groups.			
e. School nutrition goals and program awareness is communicated to Parent/Teacher Organizations and/or other community organizations.			
f. Cooperation exists with allied professional associations in nutrition and food service related activities.			
g. School nutrition personnel participate in organizations such as the North Dakota School Food Service Association, allied professional groups, and industry seminars available in their area of the state.			

Describe other significant efforts in the area of Pubic Relations.

Comments:

Areas in **PUBLIC RELATIONS** which need to be addressed based on this evaluation:

Needed Improvement		
Action Steps		
Person/s Responsible	**Time Frame**	**Verification**